



# Job Opportunity

## State Controller's Office

**Position:** Associate Governmental Program Analyst/Staff Services Analyst | Statewide

**Location:** Executive Office  
300 Capitol Mall, 15th Floor, Suite 1510, Sacramento, CA 95814

**Issue Date:** June 14, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Tom Gilbert, 916 324-9472

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-726-5157 / 5393-018

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the general direction of the Information Security Officer or the lead Systems Software Specialist II, the Associate Government Program Analyst (AGPA)/Staff Services Analyst (SSA) provides analytical and consultative services for the California State Controller's Office (SCO), Information Security Office (ISO). Services include, but not limited to Budget, Procurement Tracking, Legislative Bill Analysis, and Information Technology and Services Contracts. The duties listed below will commensurate with level hired.

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Review and analyze monthly expenditures to develop a yearly budget plan for the ISO. Liaison between the ISO and SCO Budget Office by reviewing monthly expenditures ledger and reconciling any discrepancies. Prepare projection reports, Budget Change Proposals, Finance Letters, special reports, etc. as necessary and/or requested. Review and approve invoices for ISO.
- Work independently with others on special projects pertaining to legislation, budget, procurement, or other areas directly affecting the ISO mission. Perform routine and/or detailed work and apply administrative principles. Gain and maintain the confidence and cooperation of those contacted during the course of work.
- Provide analysis, both in writing and orally, of current, pending, or proposed legislative bills that may have an effect on the ISO and/or SCO business functions as it pertains to both information and physical security. Monitor and track any bills which affect or have the potential to affect ISO. Propose new legislation, if necessary, to provide or improve services, save money, protect assets, increase efficiency, and avoid waste.
- Act as Training Coordinator and Travel Coordinator.
- Maintain and monitor office supplies, contracts, equipment, and other assets by preparing and



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- submitting appropriate purchase orders and special approvals.
- Act as liaison between the ISO and Human Resources Office by reviewing monthly attendance documents and addressing requests for information.

*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**  
HUMAN RESOURCES  
P.O. Box 942850  
Sacramento, CA 94250-5877

Attn: Sally Lim